



DEPARTMENT OF PLANNING

TEMPORARY SIGN PERMIT SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Temporary Sign Permit is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Temporary Sign Permit application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Temporary Sign Permit.

JUSTIFICATION LETTER: A detailed letter that explains the request, includes the proposed dates, type and quantity of balloons, inflated devices, searchlights, pennants, portable signs, streamers and other similar devices.

FEES: \$100

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (2 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

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| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> VICINITY MAP |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> LANDSCAPE AREAS | <input type="checkbox"/> NORTH ARROW |
| <input type="checkbox"/> STREET NAMES | <input type="checkbox"/> SCALE | <input type="checkbox"/> INGRESS/EGRESS |
| <input type="checkbox"/> PARKING SPACES | <input type="checkbox"/> LOCATION OF SIGNS | |

SIGN ELEVATIONS: (2 folded) Draw and make legible all proposed temporary signs on site.

Photographs may be submitted in lieu of detailed drawings. Building Elevations must include:

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| <input type="checkbox"/> SIGN MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> SIGN DIMENSIONS/SCALE |
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A temporary sign permit is subject to the provisions of LVMC Title 19.16.170. The display periods of temporary signs shall be subject to the applicable limitations noted in LVMC Title 19.06.140(G) and 19.08.140(G).